



# CITY OF HOUSTON

## Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

MANAGEMENT ANALYST II

Posting Number

PN# 103298

Department

Health & Human Services Department

Division

Office of Surveillance & Public Health Preparedness

Section

Epidemiology

Reporting Location

8000 North Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Administers, researches and analyzes financial and operating activities and procedures. Evaluates findings and assists in preparing specific financial and management reports.

**CORE FUNCTIONS**

- Research, analyze and assist with monitoring various management reports. Assists with developing and preparing financial and management reports.
- Identify gaps in project plan and assess policies and procedures. May prepare documentation on financial and communication system and write users procedures.
- Prepare tactical communication policy and procedure to include training and implementation or tactical communication equipment for emergency preparedness (all hazards approach).
- Maintains plans, policies and procedures to ensure rapid repair of communications systems. Conduct tests of rapid communication systems on a monthly basis or as needed for emergency response. Creates and maintains call-down list and conducts exercises to reviews accuracy of call-down lists and response times.
- Participates in exercises as required by Public Health Preparedness activities as the tactical communications liaison. Performs additional and administrative tasks as assigned by supervisor.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Work consists of task where analytic ability is following guidelines, policies and procedures.
- Interpretation of detailed guidelines, policies and procedures in combination.
- May prepare training material for financial system and conduct user training.
- Analytic ability to gather and interpret data.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GRANT FUNDED POSITION**

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18

\$1,042 - \$1,417 Biweekly      \$27,092 - \$36,842 Annually

**OPENING DATE**

March 2, 2005

**CLOSING DATE**

March 15, 2005

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.

An equal opportunity employer

